

## Contents

About the D.C. Commission on the Arts & Humanities	
Mission and Goals.....	2
Board of Commissioners.....	2
General Grant Information	
Overview of Programs .....	4
Grant Deadline Dates.....	6
Workshop Dates.....	7
Directions to Workshop Locations .....	8
Grant Review Process	
Selection and Roles of Advisory Panelists .....	9
Advisory Panel Nomination Form.....	10
Tips on Preparing Grant Applications	
Do's and Don'ts .....	11
Organizing Work Samples.....	12
Addressing Accessibility .....	13
Evaluation Criteria	
Arts Education Projects	
Community-based Criteria.....	14
School-based Criteria.....	15
Artist Roster Program .....	16
Teacher Mini Grant Program.....	17
Artist Fellowship Program.....	18
City Arts Projects.....	18
Small Projects Program.....	19
Young Artists Program	
Young Emerging Artists Program .....	19
Young Artists Community Service Program .....	20
Grants-in-Aid to Organizations.....	20
East of the River Arts Initiatives	
For Managerial/Staffing Assistance.....	21
For Arts Presentations and Activities .....	22
Folk & Traditional Arts Mini-Grant Program .....	22
How to Reach the Commission	
Staff Extensions and Addresses .....	23

## About the DC Commission on the Arts and Humanities

### Mission

The D.C. Commission on the Arts and Humanities, established in 1968 to “encourage, support and promote the arts,” is the official arts agency of the District of Columbia. Arts Commission programs support and promote stability, vitality, and diversity of artistic expression. The Arts Commission comprises eighteen private citizens who serve as the volunteer governing body of the agency, each of whom is appointed by the Mayor and approved by the Council of the District of Columbia.

### Goals

To carry out the Commission’s mission, the following goals have been established:

- Provide access to the arts for all District residents.
- Promote lifelong learning and interest in the arts and arts education for all ages.
- Build communities through public and private partnerships in the arts.
- Preserve the cultural diversity of the District of Columbia through the arts and humanities.

## **Board of Commissioners\***

The D.C. Commission on the Arts and Humanities is governed by a Board of Commissioners appointed by the Mayor of the District of Columbia. Applicants and patrons are encouraged to invite Commissioners to arts events and include them in their respective mailing lists.

Ms. Dorothy Pierce McSweeney, Chair  
5021 Millwood Lane, NW  
Washington, DC 20016

Mr. Felix Angel  
3426 16th Street, NW, Apt. #107  
Washington, DC 20010

Ms. Clara Apodaca  
6223 Utah Avenue, NW  
Washington, DC 20015

Ms. Jane Lipton Cafritz  
1666 Connecticut Avenue, NW, Suite 250  
Washington, DC 20007

Mr. Lou Durden  
1620 Manchester Lane, NW  
Washington, DC 20001

Ms. Cathy James Ehrman  
1731 Crestwood Dr., NW  
Washington, DC 20011

PAGE 3

Mr. Jay Gates  
1600 21<sup>st</sup> Street, NW  
Washington, DC 20009

Ms. Isabella Gelletich  
520 N St., SW, Apt. South - 130  
Washington, DC 20024

Mr. Derek Gordon  
6901 Glenvale Street, NW  
Washington, DC 20008

Mr. George Koch  
1483 Montague St., NW  
Washington, DC 20011

Mr. B. Warren Lane  
1506 Q St., NW  
Washington, DC 20009

Mr. E. Ethelbert Miller  
1411 Underwood St., NW  
Washington, DC 20012

Mr. Franklin S. Odo  
2730 Ordway Street, NW, Apt. #6  
Washington, DC 20009

Ms. Gertrude Saleh  
3809 V Street, SE #201  
Washington, DC 20020

Mr. Maurice Shorter  
1125 Congress St., SE  
Washington, DC 20032

Mr. David Umansky  
736-9<sup>th</sup> Street, SE  
Washington, DC 20003

Ms. Gail Berry West  
4934 Rockwood Parkway, NW  
Washington, DC 20016

NOTE: You are encouraged to notify the Commissioners, panel members, and staff of your artistic activities. It is appropriate to send invitations, notices of exhibitions, readings, performances, etc. Please indicate the program and discipline to which you are applying. It is not appropriate to send personal letters of introduction or persuasion. Telephone communications with Commissioners and panelists is a breach of Commission regulations.

\*Commissioners list as of March 2004

## General Grant Information

The D.C. Commission on the Arts & Humanities offers several funding programs for individuals and organizations located in the District of Columbia.

### **Opportunities for Organizations**

Grants-In-Aid  
City Arts Projects  
Arts Learning & Outreach: Arts Education Projects  
Arts Learning & Outreach: Artist Roster  
Small Projects Program  
East of the River Arts Initiative Program  
Folk & Traditional Arts Mini-Grant Program  
Public Art Initiatives

### **Opportunities for Individuals**

Arts Learning & Outreach: Arts Education Projects  
Arts Learning & Outreach: Artist Roster  
Arts Learning & Outreach: Teacher Mini-Grant Program  
Artist Fellowship Program  
City Arts Projects  
Folk & Traditional Arts Mini-Grant Program  
Public Art Initiatives  
Small Projects Program  
Young Artist Program

**Arts Learning & Outreach: Arts Education Projects** grants fund programs that provide training and in-depth exploration of artistic disciplines to students from pre-K through 12<sup>th</sup> grades. Matching funds are required for organizations receiving funding in this category.

*Staff Contact: Mary Liniger*

**Arts Learning & Outreach: Teacher Mini-Grant Program** grants encourages creative arts education projects in D.C. Public Schools (DCPS) and Public Charter Schools and to support the development and implementation of innovative teaching strategies to support DCPS Arts Content Standards. Deadlines for this program are ongoing during the school year. Contact the Arts Commission for further information.

*Staff Contact: Mary Liniger*

**Arts Learning & Outreach: Artist Roster Program** enables artists to apply for acceptance on the DCCAH Arts Learning & Outreach Artist Roster, making them eligible for participation in Arts Commission-funded school residency programs. Acceptance on the Artist Roster means that artists have the qualification to conduct school residencies, i.e., produce high quality artistic work, and have the skills and

competencies needed to work with teachers and students in designing and implementing arts programs. All artists accepted onto the Artist Roster Program will be placed on the roster for two years, assuming a satisfactory evaluation at the end of year one. The Artist Roster will be distributed to all D.C. Public and Charter Schools, as well as on the DCCA website. Please note that inclusion on the Artist Roster does not guarantee participation in the teacher mini-grant residencies. Individual schools will select artists for their application for a residency.

*Staff Contact: Mary Liniger*

**Artist Fellowship Program** funds grant support for individual artists who make a significant contribution to the arts and who promote the arts in the District of Columbia through artistic excellence.

*Staff Contact: Alexandra MacMaster*

**City Arts Projects** offer funds for programs that encourage the growth of quality arts activities throughout the city, support local artists, and make arts experiences accessible to District residents. Matching funds are required for organizations applying for funding in this category.

*Staff Contact: Lionell Thomas*

**East of the River Arts Initiative** is a national model program providing grants to organizations for arts programs east of the Anacostia River. Funds are granted in two categories: Managerial/Staff Assistance and Arts Presentations and Activities.

*Staff Contact: José Dominguez*

**Grants-in-Aid** provides general operating support and financial assistance to arts organizations in the District of Columbia. Matching funds are required for this program.

*Staff Contact: Lionell Thomas*

**Small Projects Program** offers grants to individual artists and arts organizations for small scale arts projects with budgets under \$3,000.

*Staff Contact: Lionell Thomas*

**Young Artists Program** offers funds to emerging artists between the ages of 18 and 30. Funds are granted in two categories: Young Emerging Artist Grant Program and Young Artists Community Service Program

*Staff Contact: José Dominguez*

**Folk & Traditional Arts Mini-Grant Program** offers small grants to artists and arts organizations practicing or supporting folk traditions.

*Staff Contact: Mary Eckstein*

**DC Creates Public Art** provides funding for the commission or purchase of works of high quality art located in public places throughout the District. These areas include District government buildings, schools, libraries, parks, hospitals and any other sites under direct jurisdiction and stewardship of the District. These works of art will include paintings, sculpture, mosaics, mobiles, murals, mixed media works, and all other forms of visual art that can be used to enhance the visual environment in which citizens live and work. The artwork is installed by artists with the participation and approval of the communities in which they will be displayed. Call for entries for this program are distributed under separate cover from the Guide to Grants.

*Staff Contact: Sherry Schwechten*

*For additional information on the above programs, refer to their respective guidelines and applications.*

## **Application Deadlines**

### **MAY 20, 2004**

Grants-in-Aid  
Artist Fellowship Program  
Young Artist Program (deadline #1)

### **MAY 27, 2004**

City Arts Projects

### **JUNE 3, 2004**

Arts Learning and Outreach: Arts Education Projects

### **JUNE 9, 2004**

East of the River Arts Initiative

### **JUNE 17, 2004**

Artist Learning and Outreach: Artist Roster

### **SEPTEMBER 2, 2004**

Folk and Traditional Arts Mini Grant (deadline #1)

### **SEPTEMBER 30, 2004**

Artist Learning and Outreach: Teacher Mini-Grant Program (deadline #1)

### **OCTOBER 25, 2004**

Young Artist Program (deadline #2)

### **DECEMBER 2, 2004**

Small Projects Program (deadline #1)

### **JANUARY 6, 2005\***

Folk and Traditional Arts Mini Grant (deadline #2)

**JANUARY 13, 2005\***

Artist Learning and Outreach: Teacher Mini-Grant Program (deadline #2)

**MARCH 3, 2005\***

Small Projects Program (deadline #2)

**APRIL 7, 2005\***

Folk & Traditional Arts Mini-Grant Program (deadline #3)

**JUNE 2, 2005\***

Small Projects Program (deadline #3)

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**Workshops**

The Commission hosts a series of workshops to assist all individuals and organizations in preparing their applications. Workshops are held in several different facilities in Washington, D.C. No prior reservations are required to attend workshops.

**City Arts Projects**

Wednesday, May 5 ..... D.C. Commission on the Arts..... ..12:00-1:30 PM  
Wednesday, May 12 ..... D.C. Commission on the Arts..... .. 6:00-7:30 PM

**Grants-in-Aid for Organizations**

Thursday, May 6..... D.C. Commission on the Arts..... .. 5:00-6:30 PM  
Thursday, May 13..... D.C. Commission on the Arts..... .. 5:00-6:30 PM

**Artist Fellowship Program**

Tuesday, April 27 ..... D.C. Commission on the Arts..... ..12:00-1:30 PM  
Wednesday, May 12 ..... D.C. Commission on the Arts..... .. 6:30-8:00 PM

**Artist Roster Program**

Wednesday, May 19 ..... D.C. Commission on the Arts ..... 5:00-6:30 PM  
Wednesday, June 9 ..... D.C. Commission on the Arts..... .. 5:00-6:30 PM

**Arts Education Projects**

Wednesday, May 12 ..... D.C. Commission on the Arts .....12:00-1:30 PM  
Wednesday, May 26 ..... D.C. Commission on the Arts..... .. 5:00-6:30 PM

**East of the River Arts Initiative**

Tuesday, May 11 ..... Penn Branch Municipal Service Center ..... 5:00-6:30 PM  
Thursday, May 26..... D.C. Commission on the Arts..... ..12:00-1:30 PM

**Young Artists Program**

Wednesday, April 30 ..... D.C. Commission on the Arts..... ..12:00-1:30 PM  
Wednesday, May 12 ..... D.C. Commission on the Arts..... .. 8:00-9:30 PM  
Wednesday September 29.....D.C. Commission on the Arts .....12:00-1:30 PM  
Wednesday, October 6 .....D.C. Commission on the Arts ..... 6:30-8:00 PM

*\*Please note the deadline dates take place within the 2005 calendar year.*

**Folk & Traditional Arts Mini-Grant Program**

Thursday, August 19..... D.C. Commission on the Arts .....6:00-7:30 PM  
Thursday, December 16 ..... D.C. Commission on the Arts ..... 6:00-7:30 PM  
Thursday, March 24, 2005\*... D.C. Commission on the Arts .....6:00-7:30 PM

**Small Projects Program**

Wednesday, Nov. 18 .....D.C. Commission on the Arts..... ..12:00-1:30 PM  
Thursday, Feb. 24, 2004\*..... D.C. Commission on the Arts..... ..12:00-1:30 PM  
Wednesday, May 26, 2005\* ... D.C. Commission on the Arts..... ..12:00-1:30 PM

**Teacher Mini Grants**

Thursday, September 23..... D.C. Commission on the Arts ..... 5:00-6:30 PM  
Wednesday, December 15.....D.C. Commission on the Arts..... .. 5:00-6:30 PM  
Wednesday, Jan. 5, 2005\* ..... D.C. Commission on the Arts..... .. 5:00-6:30 PM

## Directions to Workshop Locations:

**Penn Branch Municipal Services Center**

*3220 Pennsylvania Avenue, SE, Washington, 20020*

**Directions:** Metrobus Lines 32 - 34.

**Parking Directions:** Street parking is available. After office hours, parking is available directly behind the facility.

**D.C. Commission on the Arts and Humanities**

*410 8th Street, NW, Fifth Floor, Washington, DC 20004*

**Directions from METRO:** Red Line to Gallery Place/Chinatown -OR- Green/Yellow Lines to Archives/Navy Memorial.

**Parking Directions:** Limited parking is available on the street. There are several pay parking garages in the area as well. Workshop attendees are encouraged to ride METRO.

*\*Please note that dates takes place during the 2005 calendar year*



## Grant Review Process

### **Role of Advisory Panelists**

Advisory panels are primarily responsible for reviewing and ranking each application within an assigned grant program according to evaluation and procedural criteria established for that program or discipline category. In addition to making recommendations on the artistic merit of the applications, advisory panels engage in discussions and offer recommendations to ensure that the Arts Commission continues to provide programs and services that meet the needs of the cultural community.

### **Selection Process**

The Arts Commission has established a process to identify and select panelists who are broadly representative of various backgrounds, artistic activities and disciplines. Advisory panel nomination forms are sent each year to the community at large. Artists, administrators, educators and critics in the arts with at least a two-year history of involvement in the District arts community are eligible for nomination. The commission reviews the qualifications of nominees to fill panel vacancies, giving consideration to the diversity, geographic distribution and collective expertise required by each panel as well as the ability to work with others and the willingness to commit the necessary time to serve on a panel.

### **Terms of service**

All panelists are appointed for a one-year term. A panelist may be reappointed up to three years, for a maximum of four consecutive years of service. Panelists serve on Commission advisory panels on a voluntary basis.

#### Advisory Panel Nomination Form

All citizens of the District of Columbia are encouraged to assist the Commission by recommending potential advisory panelists for grant programs. Those nominated should be knowledgeable about the arts in the District of Columbia. Panelists may not be applicants in the program on whose panel they serve. The recommendations of panelists form the principal basis for the Commission's funding decisions.

This form is provided for your convenience in making recommendations for advisory panelists. The Commission deeply appreciates the expertise and spirit of public service that advisory panel members bring to the grants review process.

Artists, administrators, educators and critics in the arts with at least a two-year history of involvement in the District arts community are eligible for nomination to the D.C. Commission on the Arts and Humanities' Advisory Panels. All panelists are appointed

PAGE 10

for a one-year term. A panelist may be reappointed up to three years, for a maximum of four consecutive years of service. The rotation of advisory panel members ensures that each year will bring varying perspectives to the grants review process. Panelists serve on the Commission advisory panels on a volunteer basis.

Please use one form for each nomination. Please make sure that the nominee is willing to serve before submitting his/her name for consideration as a panelist.

**Nominated Advisory Panelist Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Area(s) of artistic expertise \_\_\_\_\_

**Nominator's Information**

Your Name \_\_\_\_\_

Your Daytime Telephone \_\_\_\_\_

**PLEASE ATTACH A RESUME FOR THE PERSON NOMINATED**

(This must be included in order for recommendation to be considered)

For additional information call 202-724-5613.

Submit this form with the resume to :

Lionell Thomas

Panel Selection Committee

D.C. Commission on the Arts and Humanities

410 8th Street, NW, Fifth Floor

Washington, D.C. 20004

or FAX to 202-727-4135

## Tips on Preparing Grant Applications

### **Do's and Don'ts of Preparing Grant Applications**

#### **DO**

- Submit application materials in the **exact order** as presented in the application form.
- Use a reader friendly font in **12 point**. Use bullets and bold face for emphasis.
- Be concise and to the point (but specific) in your proposal.
- Highlight specific areas of interest in your support materials (reviews, articles, etc.).
- Send representative material that highlights your work.
- Use statistics and research facts that are relevant to your proposal.
- Proof your proposal for spelling and grammatical errors.
- Make the appropriate number of copies of your grant application.
- Make sure you have submitted all the required materials.
- Make sure you have the proper amount of postage and correct address if you want work samples returned via mail.

#### **DON'T**

- Use fancy folders or covers.
- Include cover letters.
- Photo reduce text.
- Include different material in each packet or omit material.
- Lose clarity with a vague, rambling, or wordy proposal.
- Overload the grant application with too much support material.
- Make corrections by hand or cross out information on the application.
- Attempt to submit materials after the application deadline.

## Organizing Work Samples

All grant applications require the submission of one-of-a-kind work samples that best demonstrate the artistic merit of the application. The work sample requirements are listed on each individual grant application. The following is a list of helpful tips and guidelines to follow in preparing work samples.

### Slides

If you are a visual artist, artisan or visual arts organization, your slides are one of your most important methods of communication. It is recommended that you follow the instructions below to help ensure that your work is presented properly to panelists for review.

1. Make sure that the image is in focus and correctly exposed. Shoot your work on a black backdrop or mask off the background in your slides to eliminate unnecessary visual information.
2. Make sure your slide is labeled with the title, date, medium, size of the artwork and your name and address. It is preferable to type or use a computer to print labels for presentation and legibility. Avery label #5167 fits slides.
3. Mark the slide with a dot (usually red or black) in the lower left hand corner.

### CD-ROMs or DVD-ROMs

Discs should be formatted for viewing on both MacIntosh and PC platforms. Include information on the required software, if appropriate, and outline the navigation path to be followed or list the files to be reviewed in priority order. **Include instructions on how to open the files.**

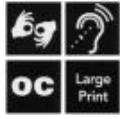
### Videotapes, Audio Tapes, and CDs

The panel will watch or listen to up to five minutes of taped or recorded work materials. Be sure to cue the tape to the point which best demonstrates your artistic merit. Also, be sure your tape is of high quality and represents yourself or your organization accurately and effectively. If submitting a work sample on a CD, be sure to label the CD and indicate which track(s) you would like the panel to listen to (that total five minutes or less).

### Literature

Applicants in literature categories must include copies of work samples in **every** application packet. Be sure to collate your work sample in with the individually bound applications.

## Accessibility Requirements



## Addressing Accessibility in Grant Applications

The D.C. Commission on the Arts and Humanities is committed to ensure that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation, and telecommunication services.

Organizations funded by the D.C. Commission on the Arts and Humanities must make reasonable accommodations to insure that people with disabilities have equal physical and communications access, as defined by federal law. Accessibility involves both the physical location/facility and the content or activity of the program.

Organizations applying for funding from the Arts Commission should include a one-page accessibility plan with their application, detailing the following three items:

- 1.) The process for formulating your accessibility plan (i.e. advisory committee, board & staff training, budgeting, etc.)
- 2.) The current progress/status of your organization's physical accessibility. If your location is not barrier free, include timeline or steps being undertaken to make facility compliant.
- 3.) The current progress/status of your organization's accessibility in presenting activities – communications access (TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

For more information on accessibility or to receive an accessibility checklist, please contact ADA/504 Coordinator Mary Liniger Hickman at (202) 724-5613. You may also download the checklist from the D.C. Arts Commission's website at [dcarts.dc.gov](http://dcarts.dc.gov).

## Evaluation Criteria

A standard set of criteria is established for panelists to effectively score individual applications. With the exception of the artistic merit categories, the panelists score most of the grant applications during their at-home review.

### Arts Learning & Outreach: Arts Education Projects

#### Community-Based Projects

The Arts Education Projects grant has two separate categories for applications: School-Based Projects and Community-Based Projects. Community-Based Projects are defined as primarily taking place outside of the regular school day and year, in a variety to settings. While not formally linked to schools or their instructional settings, these projects are typically based on a curriculum. Projects may also include professional development for teachers and artists. The evaluation criteria for Community-Based Projects emphasize community impact and involvement, as well as artistic and educational merit.

#### Artistic Merit.....30%

- Applicant and/or artist(s)' creative and technical ability
- Applicant and/or artist(s)' ability to translate artistic discipline in an educational setting

#### Project Design: Community Impact, Accessibility, and Engagement....30%

- Project provides shared learning opportunities in the District that facilitate a greater participation of the arts, relative to the artistic discipline
- Project addresses needs of targeted youth and community
- Project demonstrates impact on children's development, education, and self-esteem (measured or observed)
- Project demonstrates ability to establish rapport with project's targeted audience
- Project shows sensitivity to cultural, ethnic and economic background of participants
- Project is accessible to targeted audience
- Project location and program(s) are accessible to persons with disabilities
- Project demonstrates commitment of parents and community partners

#### Project Design: Educational Content .....20%

- Project has clear expectations and outcomes for program participants
- Project has realistic outcomes for project
- Project is age appropriate
- Project is consistent with academic standards and demonstrates ability to strengthen academic skills

Program Evaluation/Assessment .....10%

- Program includes evaluation component to measure outcome of program
- Evaluation/assessment includes participant and administrative feedback

Managerial/Financial Capability.....10%

- Applicant has realistic planning
- Applicant demonstrates ability to implement the project
- Applicant has experience in producing and implementing similar initiatives and programs
- Applicant demonstrates ability to match grant (organizations only)
- Applicant has realistic/accurate budget

Arts Learning & Outreach: Arts Education Projects

School-Based Projects

The Arts Education Projects grant has two separate categories for applications: School-Based Projects and Community-Based Projects. School-Based Projects are defined as arts learning projects for children and youth between kindergarten and grade 12 that are directly connected to the school curriculum and instructional program. Such activities may take place in or outside of the school building, at any time of the year. This includes after-school and summer enrichment programs that are formally connected to school curricula. The evaluation criteria for School Based Projects emphasize curriculum-based project design, as well as artistic merit and community involvement. Projects based on professional development or workshops for teachers may also apply in this category.

Artistic Merit .....30%

- Applicant and/or artist(s)' creative and technical ability
- Applicant and/or artist(s)' ability to translate artistic discipline in an educational setting
- Artists involved demonstrate a competent level of mastery of the chosen medium

Project Design: Educational Content .....25%

- Project has realistic outcomes for project
- Project is consistent with D.C. Public Schools (DCPS) or National Standards for artistic discipline
- Project is consistent with DCPS standards for academic curriculum integrated into project
- Project incorporates teachers in learning process
- Project activities can be integrated into classroom curriculum
- Preparation and follow-up activities included in project
- Project is age and grade appropriate
- Project demonstrates commitment of educational partners (school, teachers, parents, etc.) and demonstrates ability to achieve academic outcomes

- Project Design: Community Impact, Accessibility, and Engagement .....25%
- Project addresses demonstrated needs of DCPS and community at large
  - Project demonstrates ability to establish rapport with project's targeted audience
  - Project provides shared learning opportunities in the District that facilitate a greater participation of the arts, relative to the artistic discipline
  - Project shows sensitivity to cultural, ethnic and economic background of participants
  - Project is accessible to targeted audience
  - Project location and program(s) accessibility to persons with disabilities
  - Project engages individuals/community and increases awareness of the benefits of arts education
- Program Evaluation/Assessment .....10%
- Program includes evaluation component to measure outcome of program
  - Evaluation/assessment includes participant and administrative feedback
- Managerial/Financial Capability .....10%
- Applicant has realistic planning
  - Applicant demonstrates ability to implement the project
  - Applicant has experience in producing and implementing similar initiatives and programs
  - Applicant demonstrates ability to match grant (organizations only)
  - Applicant has realistic/accurate budget
- Arts Learning & Outreach: Artist Roster Program
- Artistic Merit .....50%
- Evidence of excellence of the artist's current work in his or her primary discipline as demonstrated by the work sample submitted
  - Evidence of training in chosen discipline (formal and/or other)
  - The creative and technical ability of the artist(s) and their ability to translate artistic discipline in an educational setting.
- Educational Content and Experience .....20%
- Realistic goals and outcomes for proposed workshops or residencies
  - Demonstrated experience with teaching or previous successful residencies
  - Demonstrated experience with various age levels and special populations
  - Goals and outcomes are consistent with standards of artistic discipline
- Engagement .....20%
- Proposed residencies address demonstrated needs of DCPS and community at large
  - Proposed projects engage students and increase awareness of the benefits of the arts



- Proposed residencies provide access to an artistic discipline or level of engagement not otherwise available
- Proposed project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Proposed residencies demonstrate sensitivity to cultural, ethnic, and economic background of participants

Budget.....10%

- Realistic costs for residency (per-child materials costs, etc.)
- Accurate budget

#### Arts Learning & Outreach: Teacher Mini Grant

##### Curriculum Development/Professional Development Grant (\$500 Maximum)

Quality of Plan .....70%

- Proposal demonstrates how curriculum or professional development will benefit the participants (teachers, students, school's arts plan)
- Educational and artistic quality of the project goals and design
- Integration of the project with the educational goals for the school
- 

Engagement .....20%

- Demonstration of school support for proposal (principal, teachers, LSRT, etc.)
- Benefit of professional development and hands-on experience for teachers
- Support and involvement of parents and community

Assessment and Follow-Through .....10%

- Sound plan for self-assessment, feedback, and documentation
- Strategies for continuing activities or building on experience after grant is completed

#### Arts Learning & Outreach: Teacher Mini Grant

##### Artist Residency Grant (\$1,500 Maximum)

Quality of Residency Plan.....70%

- Educational and artistic quality of the residency goals and design
- Integration of the residency with the educational goals for the school
- Innovative and effective use of the artist as an educational resource
- Demonstration of collaboration with residency artist in planning the residency
- Realistic goals and outcomes for residency
- Realistic and appropriate budget for residency

Engagement.....20%

- Demonstration of school support for the residency (principal, teachers, LSRT, etc.)
- Benefit of professional development and hands-on experience for teachers
- Support and involvement of parents and community

Assessment and Follow-Through.....	10%
· Sound plan for self-assessment, residency feedback, and documentation	
· Strategies for continuing activities after residency is completed	
Artist Fellowship Program	
Artistic Merit .....	85%
· Applicant demonstrates a high level of mastery of the chosen medium	
· Applicant demonstrates creativity and originality as evidenced by support materials	
· Applicant shows the potential for artistic growth	
Productivity .....	5%
· Applicant materials indicate individual is actively practicing his/her art	
Community Impact.....	10%
· Applicant demonstrates efforts to provide shared learning opportunities in the District that facilitate a greater participation of the arts, relative to the artistic discipline	
City Arts Projects	
Artistic Merit .....	30%
· Artists involved demonstrate a competent mastery of the chosen medium	
· Applicant and/or artist(s)' ability to translate artistic discipline to project participants	
Community Impact .....	30%
· Project provides shared learning opportunities in the District that facilitate a greater participation of the arts, relative to the artistic discipline	
· Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the residents of the District of Columbia	
· Project addresses significant diversity of expression	
· Project serves an underserved community	
· Project location(s) and presentation(s) are accessible to persons with disabilities	
Level of Participation.....	20%
· Applicant demonstrates effective outreach to project participants	
· Applicant involves District residents [artist(s), active participants, audience]	
Managerial Capability.....	10%
· Applicant has realistic planning	
· Applicant demonstrates ability to implement the project	
· Applicant has experience in producing similar programs	

Financial Capability.....10%

- Applicant has realistic/accurate budget
- Applicant demonstrates ability to match grant (organizations only)

Small Projects Program

Artistic Merit .....50%

- Applicant demonstrates competent mastery of artistic medium(s)
- Applicant shows potential for artistic growth

Appropriateness .....25%

- Project is consistent with applicant's long-term goals
- Project supports the overall development of the applicant

Feasibility .....25%

- Applicant has realistic planning
- Applicant demonstrates ability to achieve long-term goals and objectives within the grant period

Young Artists Program

CATEGORY 1: Young Emerging Artists Program

Artistic Merit .....40%

- Applicant demonstrates competent mastery of artistic medium(s)
- Applicant demonstrates creativity and originality
- Applicant shows potential for artistic growth

Project Innovation.....30%

- The project provides meaningful creative experiences for the applicant not otherwise readily available

Community Impact . .....20%

- Project provides shared learning opportunities in the District that facilitate a greater participation of the arts, relative to the artistic discipline
- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the resident of the District of Columbia
- Location and program(s) are accessible to persons with disabilities

Managerial Capability.....10%

- Applicant has realistic planning
- Applicant has the ability to implement the project as demonstrated in submitted resumé
- Applicant has experience in producing similar programs
- Applicant has realistic/accurate budget

CATEGORY 2: Young Artists Community Service Program

Artistic Merit .....30%

- Applicant demonstrates competent mastery of artistic medium(s)
- Applicant demonstrates creativity and originality
- Applicant shows potential for artistic growth

Project Impact .....30%

- The project demonstrates the ability to impact and strengthen the community by providing access and a positive alternative to DC residents

Community Impact .....30%

- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the resident of the District of Columbia
- Location and program(s) are accessible to persons with disabilities

Managerial Capability.....10%

- Applicant has realistic planning
- Applicant shows ability to implement the project as demonstrated in submitted resumé
- Applicant has experience in producing similar programs
- Applicant has realistic/accurate budget

Grants-In-Aid to Organizations

Artistic Merit .....45%

- Organization demonstrates artistic excellence in chosen discipline(s)
- Application demonstrates creativity and originality
- Organization demonstrates opportunity for artistic growth and development

Community Impact .....30%

- Project provides shared learning opportunities in the District that facilitate a greater participation of the arts, relative to the artistic discipline
- Attempts to reach a culturally diverse audience and encourages their active participation
- Organization meets the needs of various DC communities through special programming; free events, educational programs, outreach, focused programs, etc.
- Programs are made accessible to persons with disabilities

Managerial and Financial Capability .....25%

- Applicant has realistic and creative planning of programs
- Applicant has competent track record of producing programs effectively
- Applicant has reasonable and accurate budget
- Applicant shows realistic three year projection
- Applicant demonstrates ability to match grant
- Applicant demonstrates financial stability and self-sufficiency

East of the River Arts Initiative

Managerial/Staffing Assistance Criteria

Proposal Feasibility .....30%

- Applicant provides a clearly defined proposal that includes goals, timetables, and a statement of the long-term impact
- Applicant clearly outlines the goals of the project and their effects on the long-term development of the organization
- Applicant provides the resumé(s) of proposed candidate(s) for the position, and/or clearly defined position description

Community Impact .....30%

- Project provides shared learning opportunities east of the Anacostia River that facilitate a greater participation of the arts, relative to the artistic
- Project demonstrates sensitivity to the participants cultural, ethnic, and economic backgrounds
- Project demonstrates effective community and audience outreach
- Project clearly defines organization's service to the community in the project description
- Project location(s) and program(s) are accessible to persons with disabilities

Artistic Merit .....20%

- Applicant demonstrates a competent level of the artistic merit in the as evidenced by the artistic sample work
- Applicant demonstrates creativity and originality
- Applicant shows potential for artistic growth

Managerial Capability .....10%

- Applicant demonstrates ability to implement the proposal
- Applicant demonstrates ability to achieve stated goals within the grant period

Financial Capability .....10%

- Applicant has realistic planning and timetable
- Applicant demonstrates ability to manage grant as evidenced by financial statement
- Applicant has realistic/accurate budget
- Applicant has clearly outlines funds in budget narrative

East of the River Arts Initiatives

Arts Presentations and Activities Criteria

Artistic Merit .....30%

- Applicant demonstrates a competent level of the artistic merit in the as evidenced by the artistic sample work
- Applicant demonstrates creativity and originality
- Applicant shows potential for artistic growth

Community Impact .....30%

- Project provides shared learning opportunities east of the Anacostia River that facilitate a greater participation of the arts, relative to the artistic
- Project demonstrates sensitivity to the participants cultural, ethnic, and economic backgrounds
- Project demonstrates effective community and audience outreach
- Project clearly defines organization's service to the community in the project description
- Project location(s) and program(s) are accessible to persons with disabilities

Project Feasibility .....20%

- Applicant provides a clearly defined proposal that includes goals, timetables, and a statement of the long-term impact
- Applicant clearly outlines the goals of the project and their effects on the long-term development of the organization
- Applicant provides the resumé(s) of proposed candidate(s) for the position, and/or clearly defined position description

Managerial Capability .....10%

- Applicant demonstrates ability to implement the proposal
- Applicant demonstrates ability to achieve stated goals within the grant period

Financial Capability .....10%

- Applicant has realistic planning and timetable
- Applicant demonstrates ability to manage grant as evidenced by financial statement
- Applicant has realistic/accurate budget
- Applicant has clearly outlines funds in budget narrative

Folk & Traditional Arts Mini-Grant Program

Applications in the Folk & Traditional Arts Mini-Grant Program are reviewed on the basis of artistic merit, appropriateness, and feasibility of the request. Additional evaluation criteria can be found within the grant guidelines. Priority is given to applicants who have not received funds from the D.C. Commission on the Arts and Humanities within the past five years.

## How to Reach the Arts Commission

### Staff

Commission staff administers all programs as well as provides technical assistance to individuals and organizations in the District of Columbia.

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PAGE 24

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The Arts Commission offices are open Monday through Friday from 9:00 a.m. to 5:30 p.m. All grant applications may be downloaded from the Arts Commission's website.